

**County of Santa Clara**  
**Emergency Medical Services Agency**

Public Health Department  
645 South Bascom Avenue  
San Jose, California 95128  
(Tel) 408.885.4250  
(Fax) 408.885.3538



**EMPLOYMENT OPPORTUNITY**

**Medical-Health Contractor**  
**EMS and Public Health Department**  
**Logistics Officer**  
**(Classification: Part-Time Contractor)**

*Recruitment Scheduled to Close on July 20, 2007*

**Salary Hourly Equivalent:** Approximately \$ 20.00 – \$40.00  
**Approximate Hours Per-Week:** 8 - 24

This position is a 100% grant-funded contract position that will expire upon use of allocated funds and/or project completion. Reporting to the Prehospital Programs Section Manager, the EMS/Public Health Logistics Officer is responsible for the completion of the following projects.

The Logistics Officer will be expected to work weekdays, weekends, nights, and odd hours. Various duties will occur in the outdoors and/or may require travel to various facilities housing supplies and equipment. The ideal candidate is able to lift and move equipment and supplies that may weigh in excess of fifty-pounds, is physically fit, and has experience with basic lifting and moving safety practices.

The starting date of service will commence upon grant approval and receipt of the financial award from the State Homeland Security Grant Program. It is anticipated that the start date will occur in the fall of 2007.

**Duties and Areas of Responsibility**

- Insures all medical-health equipment and supplies are ready for deployment.
- Exercises equipment and supplies with appropriate partners and users.
- Maintains equipment and supply logs, maintenance records, and test journals, etc.
- Assures stakeholder understanding of how to access and use supplies.
- Insures adequate inventories and replacements.
- Provide equipment-specific training.
- Assists in the purchase and augmentation of supplies and equipment.
- Produces educational materials related to the use and activation of equipment and supplies.

- Transports equipment and supplies to incident scenes, training events, simulations, exercises, and public relations activities. May include regional and state deployments.
- Manages related agreements related to grant-provided equipment and supply (ie: State provided medical supplies and equipment).
- Serve as a Technical-Reference Specialist related to all medical-health equipment and supplies.
- Assist the Medical-Health Branch of the County EOC, Public Health Department Emergency Operations Center, and/or Medical-Health personnel as directed, with the management of medical-health emergencies and implementation of protective actions.
- Assist in the development of automatic and mutual aid agreements related to equipment and supply sharing. Includes any related document creation, exercises, training sessions, etc.
- May respond to emergency events, at the request of the County, to provide on-site logistics and operations functions related to medical equipment and supply use.
- May participate in local, regional, and/or state planning and operations meetings, exercises, and forums.

### **Qualifications:**

The ideal candidate will have education and experience in the provision of emergency medical services, public safety services, or emergency management work. This must include a minimum of one (1) year of emergency/disaster planning or response experience; or equivalent experience in a public or private health care or regulatory organization; and certification/licensure as an EMT-I, paramedic or equivalent. A strong working knowledge of the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) are strongly desired. The selected individual must have a Class B or C California Drivers License and vehicle insurance.

*The ideal candidate is an active emergency service provider, who is seeking part-time and limited-term consulting/contract work.*

### **Selection Process:**

After a review of submitted materials, a panel interview will be conducted for the most qualified candidates. If necessary, an additional interview may be scheduled with the highest scoring candidates from the first round of interviews.

Those offered a contract will be required to complete a background check through the Live Scan System operated by the California Department of Justice prior to agreement execution. The County may reject any applicant based on the content of the background check without notification to the applicant.

### **To Apply:**

Interested parties should provide a cover letter and current resume/curricula vitae to Patricia Natividad at [Patricia.Natividad@hhs.co.scl.ca.us](mailto:Patricia.Natividad@hhs.co.scl.ca.us). Please also refer any questions to Ms. Natividad at 408-885-4262.

Announcement Date: June 15, 2007